

New Building/Renovations Checklist

HCPS Steps to Opening a New Building
NAME OF SCHOOL

The school is required to send monthly updates via the Monthly Progress Report. The Charter Office annotates on this form when the facilities' progress report is sent with any relevant comments. The Certificate of Occupancy is due on **DATE-10 days prior to opening.**

STEPS	ACTION	DUE DATE	DONE ✓
1	New School informs HCPS in writing of the location of the new facility and beginning of construction:		
2	School provides Charter Office status on construction work monthly until Opening – JAN 31		
3	School provides Charter Office status on construction work monthly until Opening – FEB 28		
4	School provides Charter Office status on construction work monthly until Opening – MAR 31		
5	School provides Charter Office status on construction work monthly until Opening – APR 30		
6	School provides Charter Office status on construction work monthly until Opening – MAY 31		
7	School provides Charter Office status on construction work monthly until Opening – JUN 30		
7	School provides Charter Office status on construction work monthly until Opening – JULY 31		
8	Compliance Documents due: <ul style="list-style-type: none"> • Certificate of Occupancy with Fire and Health Inspection included • Asbestos Report • Radon Report 	DATE-10 days prior to opening.	
10	Insurance Documents due: <ul style="list-style-type: none"> • Liability • Auto Liability • Workers Comp • Property • Professional Liability 	DATE	
11	Charter Office conducts the Final Inspection site visit	DATE	
12	Students' First Day of School	DATE	